

FEDERAL ENERGY OFFICE

WASHINGTON, D.C. 20461

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OFFICE OF THE ADMINISTRATOR

E-17

January 17, 1974

Memorandum

To: Heads of Departments and Agencies

From: Administrator, Federal Energy Office

Pursuant to the recent Presidential Memorandum, "Energy Conservation by the Federal Government", I am directing that further reductions be made in Federal government energy consumption. Enclosure (1), which contains advance copies of Federal Management Circulars to be published by GSA, provides guidelines and procedures for the intensified energy reduction program of the Federal government. These additional actions will set a good example for the American people. But they will do much more; they will save appreciable amounts of energy and help us get through the winter without crippling shortages of fuel.

The FEO's Office of Energy Conservation will continue to monitor and coordinate the Federal energy reduction program, including the additional actions the President has directed. Enclosure (2) provides a revised reporting system. The General Services Administration (GSA) will implement those steps which involve Federal vehicles, procurement, buildings, and Federal contractor compliance. The Civil Service Commission (CSC), in cooperation with the Office of Energy Conservation, will be responsible for those steps which involve recognition of Federal employees. Each Department and Agency head will be responsible for disseminating information within his organization, monitoring performance, and reporting to the Office of Energy Conservation.

The additional Federal actions include:

Transportation. Reducing by 20% all automobile mileage driven during the first calendar quarter of 1974; mandatory automobile tuneups once a year or 12,000 miles; increased use of compact cars; and elimination of most Federal limousines and heavy and medium sedans. Carpooling will be given high priority for Federally owned parking spaces.

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Buildings. Maximum heating temperatures, during the cold months, at 65 - 68°F during working hours and not more than 55°F during non-working hours; air-conditioning, during the hot months, at not lower than 80 - 82°F during working hours; reducing overhead lighting to not more than 50 footcandles at work stations, 30 footcandles in work areas, and 10 footcandles in non-work areas.

Information concerning Federal contractor compliance will be published in the Federal Register shortly.

Procurement. The energy efficiency of air-conditioners to be given maximum consideration in establishing specifications; purchasers directed to purchase the most efficient air-conditioners.

These new policies will be evaluated on or before August 15, 1974, by the Federal Energy Office with the cooperation of the General Services Administration.



William E. Simon  
Administrator

Enclosure (1) FMC 74-1 Federal Energy Conservation

Enclosure (2) Coordination, Monitoring, and Reporting  
on Federal Energy Reduction Program

## FEDERAL MANAGEMENT CIRCULAR

ENCLOSURE 1

FMC 74-1: Federal energy conservation

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

1. Purpose. This circular establishes energy conservation policies and procedures for the executive branch.
2. Effective date. This circular will be effective when issued, except as otherwise directed in the attachments, and will remain in effect until canceled.
3. Supersession. Attachment A supersedes OMB Circular No. A-22, dated October 17, 1967.
4. Background. This circular is issued in recognition of the need to bring about immediate and long-term savings in Federal energy consumption through formal conservation programs. It is prepared pursuant to a Federal Energy Office memorandum dated January 17, 1974; and pursuant to Executive Order 11717 of May 9, 1973, subject: Transferring Certain Functions from the Office of Management and Budget to the General Services Administration and the Department of Commerce; under authority vested in the Administrator of General Services by the Federal Property and Administrative Services Act of 1949, as amended; and OMB letter of August 24, 1973, which assigned to the General Services Administration the management responsibility for the development, coordination and implementation of policy concerning the provision of parking facilities by executive agencies for their employees.
5. Policy intent. The intent of this circular is to bring about more efficient use of energy resources through revised Federal motor vehicle management policies; Federal employee carpooling; more judicious lighting, heating and cooling of Federal buildings; and procurement policies governing acquisition of air-conditioners.

Attachment

6. Applicability and scope. The provisions of this circular apply to all executive departments and establishments. The term "agency" throughout this circular is synonymous with the term "departments and establishments," as defined in FMC 73-1.

7. Responsibilities. Heads of executive departments and establishments shall be responsible for promulgating such agency regulations, controls, and review actions as are necessary to comply fully with the provisions of this circular and attachments thereto within 30 calendar days, or as otherwise stated herein, from the effective date of this circular. Copies of all implementing documents, upon issuance, will be provided to the Administrator of General Services (A), attention: Office of Federal Management Policy (AM), and to Director, Office of Energy Conservation, Federal Energy Office.

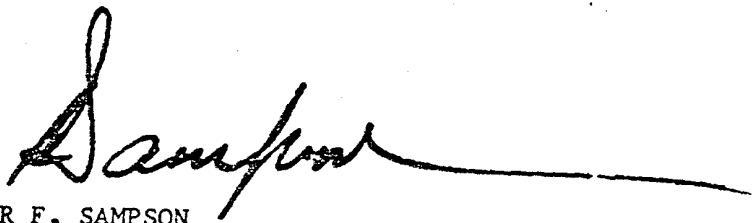
8. Attachments. Specific energy conservation policies and procedures are set forth in the attachments, which are:

- Attachment A - Federal Motor Vehicle Management
- Attachment B - Federal Employee Parking
- Attachment C - Heating, Cooling, and Lighting of  
Buildings
- Attachment D - Federal Procurement of Air-conditioners

9. Inquiries. Further information concerning this circular may be obtained by contacting:

General Services Administration (AMF)  
Washington, DC 20405

Telephone: IDS 183-8821  
FTS 202-343-8821



ARTHUR F. SAMPSON  
Administrator of General Services

(Note: This circular will be codified in the Code of Federal Regulations as 34 CFR 232.)

Federal Management Circular 74-1  
Attachment A

FEDERAL MOTOR VEHICLE MANAGEMENT

1. Policy intent. The intent of this attachment is to improve Federal motor vehicle management and fuel conservation by vehicle assignment controls, reduction of vehicle size, promotion of Government vehicle pooling, and other actions to foster economical Government vehicle utilization.

2. Definitions.

a. The terms "motor vehicle" and "vehicle" as used in this attachment mean any sedan, station wagon, truck, bus, and ambulance operated by executive departments and establishments. Vehicles of these types operated by executive departments and establishments are considered a part of the Federal fleet and are subject to the provisions of this attachment. Tactical and combat vehicles used for military purposes are excluded from this definition.

b. The term "operated" includes all vehicles available for the conduct of agency business.

c. Reference to specific types of vehicles shall correspond to descriptions and designations contained in Federal specifications issued by the General Services Administration.

(1) For purposes of this attachment, automobile sedans shall be identified according to Interim Federal Specification KKK-A-00811L (GSA-FSS), as follows:

Type IA	- subcompact
Type IB	- compact
Type II	- intermediate
Type III	- regular (standard)
Type IV	- medium
Type V	- heavy
Type VI	- limousine

(2) The terms "economy," "economy sedans," and "economy vehicles" as used in this attachment mean Types IA and IB sedans, as described in subparagraph 2c(1), above.

d. The term "leased" as used in this attachment means any vehicle leased for use by an agency in excess of 30 calendar days.

3. Policies and procedures.

a. General provisions.

(1) All vehicles acquired for use by executive departments and establishments shall be limited to the minimum body size, engine size, maximum fuel efficiency, and operational equipment (if any) necessary to fulfill the operational need for which that vehicle was acquired, subject to exceptions in subparagraphs 3b(1), (2), and (3).

(2) All vehicles operated by executive departments and establishments shall be used on a pooled basis to encourage the highest level of utilization, subject to exceptions in subparagraphs 3b(1), (2), and (3).

(3) The provisions of this attachment shall apply to all vehicles acquired for use by executive departments or establishments, no matter how acquired (whether by purchase, hire, lease, forfeiture, or transfer from another agency), and no matter how financed (whether through appropriations, revolving funds, trust funds, or other funds).

(4) All requirements for leased vehicles exceeding \$500 shall be submitted to the appropriate regional Director, Procurement Division (FP), Federal Supply Service, General Services Administration, for approval. Such requests shall include full justification of the need for such leased vehicles and certification that other means of transportation are not available or suitable. Further, the type of vehicle requested shall be in accord with provisions of this attachment. Medium and heavy trucks leased for 90 days or less and all charter services are exempt from this provision.

(5) Beginning with the first calendar quarter of 1974, agencies shall reduce all motor vehicle mileage by 20 percent from the comparable quarter of the previous year, adjusted for changes in number of vehicles. This reduction shall be achieved for all sedans, station wagons, and trucks used by executive agencies, including owned vehicles, GSA Interagency Motor Pool vehicles, leased vehicles, and privately owned vehicles authorized for use for official travel. Federal Property Management Regulations shall be promulgated accordingly. Appeals for exceptions for vehicles used in emergencies or essential health services will be considered by the Federal Energy Office. Each appeal shall be sent to the Administrator of General Services. The appeal shall be reviewed and submitted with recommendations by the Administrator to the Federal Energy Office for final decision.

(6) All Government-owned vehicles operated by executive agencies shall display on the interior and exterior

of such vehicles stickers encouraging the conservation of fuel and reminding drivers of the 50-mile-per-hour speed limit in effect for Federal vehicles. Within 30 days from the date of this circular, agencies shall forward quantity and distribution requirements for the vehicle stickers and appropriation account numbers for use in a consolidated printing requisition to the Motor Equipment Services Division, Office of Transportation and Public Utilities, Federal Supply Service (FZO), General Services Administration.

(7) All executive agencies shall perform tuneups of agency-owned vehicles not less than once every 12,000 miles or 12 months, whichever occurs first. Federal Property Management Regulations shall be amended accordingly.

b. Sedans. Effective immediately, the acquisition of sedans by executive departments and establishments shall be limited to Type IA or IB economy vehicles (compacts or subcompacts) unless a larger sedan is certified to the Administrator of General Services to be absolutely essential to the agency's mission.

(1) Large sedans and limousines.

(a) Use of Federal limousines (Type VI), and heavy (Type V) and medium (Type IV) sedans shall be eliminated within 45 days of the date of this circular. Exceptions shall be made only for the President, Vice President, and security and highly essential needs. Executive departments and agencies shall certify all exceptions to the Administrator of General Services.

(b) All types IV, V, and VI Federal sedans shall be replaced by Type I unless Types II or III are absolutely essential to the agency's mission and certified, accordingly, to the Administrator of General Services.

(2) Law enforcement vehicles. Sedans exceeding Types IA and IB in size shall be certified by the head of the law enforcement agency to the Administrator of General Services as necessary for the security of law enforcement missions.

(3) Diplomatic vehicles. Sedans exceeding Types IA and IB in size shall be certified by the appropriate official in the Department of State to the Administrator of General Services as being necessary for the security of diplomatic officials.

c. The acquisition, assignment, and use of station wagons and trucks shall be governed by paragraph 3a and

by any additional requirements issued pursuant to this attachment by the General Services Administration.

4. Reports.

a. Agencies shall, in their January-March energy conservation performance report to the Office of Energy Conservation (FEO), describe actions taken to replace large sedans and limousines removed from service, including type of vehicle used as replacement.

b. Each agency shall report to GSA its monthly mileage on its owned, leased, and rented vehicles within 10 days from the end of the reporting period and shall furnish GSA other information as required to compute fuel savings. GSA shall forward to FEO a consolidated report of mileage and estimated savings by agencies. Fuel use and fuel savings attributable to vehicle operations being reported to GSA under this provision shall be omitted from agency quarterly performance reports to FEO.

c. Progress in the implementation of 50-mile-per-hour speed limit notices shall be reported by agencies in their quarterly performance reports to FEO.

5. Exceptions to these regulations must be approved by the Administrator of GSA with the concurrence of the Administrator, Federal Energy Office.

6. Inquiries. Further information concerning this attachment may be obtained by contacting:

General Services Administration (AMM)  
Washington, DC 20405

Telephone: IDS 183-7461  
FTS 202-343-7461



## FEDERAL EMPLOYEE PARKING

1. Policy intent. This attachment is intended to establish uniform policy for the assignment of parking spaces to Federal employees in such a manner as to encourage carpooling and in accordance with criteria designed to conserve energy and to improve and enhance environmental quality through a reduction of vehicle miles traveled by employees.

2. Applicability and scope. The provisions of this attachment apply to parking facilities in the United States, its territories, and possessions, the Commonwealth of Puerto Rico and the Canal Zone under the jurisdiction of the executive branch, excluding garages, driveways and parking spaces related to occupancy of Government-furnished quarters, and parking spaces provided for momentary use in connection with customer-type services furnished for military and civilian employees.

3. Definitions.

a. Parking facility--any lot, garage, building, or structure, or any combination or portion thereof, in or on which motor vehicles are temporarily parked.

b. Parking space--the area allocated in a parking facility for the temporary storage of one motor vehicle.

c. Carpool--a vehicle containing two or more persons.

d. Government-owned facility--land and/or improvements, the title to which is vested in the United States Government.

e. Federal facility--land and/or improvements leased to or owned by the Federal Government and under the control of an agency of the executive branch.

4. Agency plans and procedures.

a. Within 45 days from the date of this circular, each agency will submit a report to the Administrator of General Services detailing its current arrangements for employee parking and its plans for meeting the policy of energy reduction through carpooling. The Administrator of General Services will review the plans and recommend their approval or disapproval to the Administrator, Federal Energy Office. Report requirements will be set forth in a Federal Property Management Regulation to be promulgated by the Administrator of General Services.

b. The agency parking arrangements will provide that within 45 days from the date of this circular not more than 10 percent of the parking spaces available for employee parking at Federal agencies may be assigned to executive personnel, severely handicapped employees, and persons who are assigned unusual hours. Where practical, the 90/10 ratio will be accomplished at each Federal facility. Assignment of the remaining parking spaces for employee parking will be based solely on the number of persons in a carpool. Each agency will give full credit, for the purpose of allocation of parking spaces for carpools, to any full time carpool member regardless of the employer, except that at least one member must be a full time employee of the agency. In those instances where there are insufficient parking facilities to meet the needs of all carpools, ties will be resolved in accordance with criteria to be published by the Administrator of General Services. Areas within parking facilities will be reserved for the use of two-wheeled vehicles with special consideration being given to bicycles. The amount of space allocated for this purpose will be reevaluated every 6 months.

c. To facilitate the formation of carpools, the Administrator of General Services, with the cooperation of the agencies involved, will provide assistance through the use of such aids as computerized carpool matching, carpool boards, etc. He will also develop reciprocal agreements with private sector employers through State or local government agencies or other organizations operating computer-aided carpool matching programs for the public and/or private sectors.

5. Responsibilities. All agencies will reassign parking spaces to Federal employees in accordance with the policies contained in this circular within 45 days from the date of this circular.

6. Exceptions. Exceptions to the policies set forth in this attachment must be submitted to the Administrator of GSA who will recommend approval or disapproval to the Administrator, Federal Energy Office.

7. Inquiries. Further information concerning this section of the circular may be obtained by contacting:

General Services Administration (AMP)  
Washington, DC 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

Federal Management Circular 74-1  
Attachment C

HEATING, COOLING, AND LIGHTING OF BUILDINGS

1. Policy intent. Executive departments and agencies occupy and control approximately 2.5 billion square feet of building space. Eight percent of this space or about 200 million square feet is controlled by the Public Buildings Service, General Services Administration. The Public Buildings Service has published energy conservation measures relative to the management of the space it controls (Federal Property Management Bulletin D-101). In addition, other departments and agencies have initiated energy conservation practices covering the management of their space. The intent of this attachment is to achieve uniformity among the energy conservation practices developed by the respective departments and agencies and thereby maximize the conservation of energy in the management of all Government-owned and leased space.

2. Applicability and scope. The provisions of this attachment apply to the management of space in all buildings owned or leased by executive departments and agencies.

3. Definition. Building space means space in any building or structure that is lighted, heated, or cooled.

4. Policies and procedures.

a. Lighting. Energy consumed for lighting shall be reduced by removing nonessential lamps and fixtures and by applying nonuniform lighting standards to existing lighting systems.

(1) Working hours. During working hours, overhead lighting will be reduced to no more than 50 foot candles at work stations, 30 foot candles in work areas and 10 foot candles in nonworking areas. These standards will be maintained in all space except where "heat of light" technology is utilized. Where the "heat of light" technology is used, the savings to be achieved by decreasing the lighting shall be compared to the costs to be incurred for increased use of heating energy before a determination regarding delamping is made.

(2) Nonworking hours. Off-hour and exterior lighting except that essential for safety and security purposes (e.g., exit signs) shall be eliminated.

(3) Construction and remodeling. To the extent that projected energy savings will offset higher acquisition and maintenance costs, preference shall be given to the installation of more efficient lighting systems when constructing or remodeling space.

b. Cooling. Energy consumed for cooling Government-owned and leased space shall be reduced. During the seasonably hot months, air cooling systems shall be held at not lower than 80-82°F during working hours. Necessary adjustments shall be made to cooling system controls so that the temperature in the space shall be maintained at 80-82°F with no reheat.

(1) Humidity controls. Humidity control on cooling systems shall be eliminated for general office space. Requirements for humidity control in special types of space or locations will be handled on a case-by-case basis by the official responsible for the operation and maintenance of the facility with the concurrence of the agency's Energy Conservation Coordinator.

(2) Prohibition. The use of heating energy to achieve the temperatures specified for cooling is prohibited.

c. Heating. During the seasonably cold months, heating temperature control devices shall be set to maintain temperatures of 65-68°F during working hours and shall be set to maintain temperatures of not more than 55°F during nonworking hours. Temperatures in warehouses and similar space during working hours shall be adjusted lower than the 65-68°F range depending on the type of occupancy and the activity in the space.

(1) Humidity control. Humidity control shall be eliminated for general office space. Requirements for humidity control in special type space will be handled on a case-by-case basis by the official responsible for operation and maintenance of the facility, with concurrence of the agency's Energy Conservation Coordinator.

(2) Windows. Window draperies, blinds, etc., shall be used to cut down heat losses by setting them to the closed position during nighttime and on cold, cloudy days, and setting them to the open position during periods of sunshine.

(3) Prohibition. Cooling energy shall not be used to achieve the temperatures specified for heating.

d. Heater blowers, threshold heaters, and portable space heaters. The operation of heater blowers, threshold heaters and portable space heaters in Government-owned or leased space is prohibited.

e. Outside air intake. Outside air intake during heating and cooling seasons should be reduced to the greatest extent feasible. Under most conditions a 10 percent outside air intake will be adequate for general office space. Under certain outside air temperature and humidity conditions the use of up to 100 percent outside air will be the most energy economical method of operation. Special purpose space such as laboratories or the like shall have the outside air intake reduced to the maximum extent possible consistent with the requirements of the mission.

f. Interior or core systems. Interior space in office buildings tend to have a heat build-up generated by lights, people, equipment, etc., and this does not usually require an added heat source during the heating season. Systems serving this type space usually utilize recirculated air mixed with some outside air for ventilation purposes. The amount of outside air should not be increased or refrigeration introduced for the sole purpose of lowering the temperature which might otherwise exceed 68°F.

g. Perimeter zone systems. The function of perimeter zone heating is to offset the cold inside surfaces of exterior walls and windows and usually operates independently from the interior system. The thermostats controlling heat from this system shall be set within a range of 65 to 68°F.

h. Exceptions. Exceptions to the policies prescribed in the foregoing subparagraphs 4a., 4b. and 4c. may be necessary for the protection and operation of certain specialized equipment (e.g., computers) and for certain installations of high specialization (e.g., greenhouses, hospitals, and laboratories). Such exceptions may be granted only after consultation with appropriate technical personnel of the unit requiring the exception, and upon presentation by the unit of necessary supporting evidence. Exceptions will be granted by the official responsible for operation and maintenance of the facility, and must be concurred in by the agency's Energy Conservation Coordinator.

Exceptions to the policy prescribed in subparagraph 4d may be granted for space at Canadian border stations or other special locations such as guard stations. All exceptions to subparagraph 4d must be approved on a case-by-case basis by the person responsible for operation and maintenance of the facility and must be concurred in by the agency's Energy Conservation Coordinator.

i. Lessors. Appropriate department and agency contracting officers shall ensure that lessors who provide building services and utilities to Government-leased space are advised that action to meet the energy conservation policies prescribed in subparagraphs 4a., 4b., 4c., and 4d. is required. Rental deductions should be negotiated to the extent that the energy conservation policies prescribed herein result in decreased lessor costs.

5. Inquiries. Further information concerning this circular may be obtained by contacting:

General Services Administration (AMP)  
Washington, DC 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

## FEDERAL PROCUREMENT OF AIR-CONDITIONERS

1. Basis for procurement. Upon promulgation of forthcoming specifications by the General Services Administration, the procurement of air-conditioners shall be upon a basis which gives maximum consideration to the energy efficiency of such air-conditioning units and which also utilizes minimum life cycle costing.

2. Additional information. Further information concerning these provisions may be obtained by contacting:

General Services Administration (AMC)  
Washington, DC 20405

Telephone: IDS 183-6201  
FTS 202-343-6201

ENCLOSURE 2

Coordination, Monitoring, and Reporting on Federal  
Energy Reduction Program

The Office of Energy Conservation (OEC), now a part of the Federal Energy Office, will continue in its responsibility to coordinate, monitor and report on the progress of the program.

A revised, standardized quarterly reporting matrix is attached. In addition, agencies are directed to provide information with their performance report for the second quarter of FY 74 on the status of implementation of the new energy reduction initiatives. A format for providing required information on these initiatives is included as another attachment.



Date \_\_\_\_\_

Quarter \_\_\_\_\_

**ENERGY CONSERVATION PERFORMANCE REPORT**  
**DEPARTMENT/AGENCY - \_\_\_\_\_**

	Use During Quarter FY-73	Adjusted Base**	Use During Quarter FY-74	Percent Reduction
<b>Building and Facilities Operations*</b>				
Electricity - Kwh x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
Fuel Oil - Gal x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
Natural Gas - CuFt x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
LPG or Propane - Gal x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
Coal - Tons Btu x 10 <sup>9</sup>				
Other - Btu x 10 <sup>9</sup>				
Total Bldg. and Facility Operations - Btu x 10 <sup>9</sup>				
<b>Vehicles and Equipment Operations*</b>				
Diesel & Pet. Dis- tillate Fuel - Gal x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
Aviation Fuels Av. Gasoline - Gal x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
Jet Fuel - Gal x 10 <sup>3</sup> Btu x 10 <sup>9</sup>				
Total Veh. & Equip - Btu x 10 <sup>9</sup>				
<b>Total Btu x 10<sup>9</sup></b>				

\*All conversions are to be made using the attached conversion factors.

\*\* Actual FY-73 use adjusted for program changes.

CONVERSION FACTORS EMPLOYED

Office of Energy Conservation

<u>Energy Content of Fuels</u>	<u>BTU</u>
Anthracite coal, short ton	25,400,000
Bituminous coal, short ton	24,580,000
Automotive gasoline, gallon	125,000
Aviation gasoline, gallon	125,000
Jet fuel kerosine type, gallon	135,000
Jet fuel naptha type, gallon	127,000
Kerosine, gallon	135,000
Diesel oil, gallon	138,700
Distillate fuel oil (#2)	138,700
Residual fuel oil	149,700
Natural gas, SCF	1,031
Liquified petroleum gas (including propane and butane)	95,500
Electricity BTU of fuel consumed at power plant per Kwh delivered to consumer (assume 10,536 BTU/Kwh station heat rate for all stations, 9% line loss as reported for 1971 by Edison Electric Institute)	11,600
Steam, BTU of fuel consumed at boiler plant per pound of steam delivered to consumer (assume 1000 BTU per pound of steam generated, 82% boiler efficiency and 12% line loss)	1,390

Information Requested With Performance Report  
For Second Quarter FY 1974

Status of Implementation of Energy Reduction Initiatives

Information Required For All Energy Reduction Initiatives

Copies of all agency central office memorandums, directives, etc. issued to implement the energy reduction initiative.

Additional Information Required

- 50 mile per hour speed limit notices - Have the required number of vehicle stickers been requested Yes No and received Yes No? All vehicles are expected to have appropriate interior and exterior stickers by \_\_\_\_\_.
- Large sedans and limousines - On December 1, 1973, this agency had \_\_\_\_\_ vehicles of Types IV, V and VI in use. The number of such vehicles in use as of January 1, 1974, was \_\_\_\_\_ and as of February 1, 1974, was \_\_\_\_\_. By February 1, 1974, \_\_\_\_\_ vehicles of Types IV, V and VI had been replaced by vehicles of Types I, II and III.
- Carpooling - By February 1, 1974, \_\_\_\_\_ employee parking spaces were reassigned to carpools out of a total number of assignable employee parking spaces of \_\_\_\_\_. Special parking permits have been issued to \_\_\_\_\_ (number) employees.